

(COMMAND TO APPEAR)

State of Minnesota

District Court

County

Judicial District

Case No.

In re the Matter of the Welfare of:

WITNESS

Name _____

Address

City

State

Zip

You are hereby commanded to appear as a witness to give testimony on the date, time and place indicated below, and from time to time thereafter as may be required.

Date _____

Time

Address

Witness For

☐ Plaintiff☐ Defendant

Type Of Case

☐ Juvenile

Person requesting
Subpoena

Name

Optional

Upon Receipt of this subpoena,
please call:

□ DEPOSITION

☐ DUCES TECUM

You are commanded to produce the following items, records, or documents:

☐ SCHEDULE ATTACHED

WARNING: FAILURE TO OBEY A SUBPOENA WITHOUT BEING EXCUSED IS A CONTEMPT OF COURT.

WITNESS, _____, Administrator of the above named
Court, and the seal thereof this _____ day of _____, _____
Day Month Year

(SEAL)

Court Administrator

Deputy

Court Use Only

Returned and Filed

Date _____

By

Court Administrator/Deputy

RETURN OF SERVICE

State of Minnesota)
) SS
County of _____)

I hereby state that on _____ I served a copy of this subpoena upon the person named thereon. Service was made by:

- ☐ personally handing to and leaving with him or her a true and correct copy; or
- ☐ leaving a true and correct copy at his or her usual place of residence

Address

with _____ a person of suitable age and
Name of Person
discretion.

I declare under penalty of perjury that everything I have stated in this document is true and correct.
Minn. Stat. § 358.116

Date

Signature

Printed Name: _____

Title, if any: _____

Address: _____

City/State/Zip: _____

Telephone: _____

E-mail address: _____

SUBPOENA INFORMATION**PLEASE READ CAREFULLY**

SERVICE of a subpoena may be made by the sheriff, by a deputy, or any other person who is not a party and who is not less than 18 years of age. Service of a subpoena upon a person named therein shall be made by delivering a copy thereof to such a person or by leaving a copy at the person's usual place of abode with some person of suitable age and discretion then residing therein. (See Minn. R. Crim. P. 22.03)

FEES to be paid to witnesses shall be as follows: (M.S. 357.22, 357.241, 357.242)

- 1) For attending in any action or proceeding in any court of record or before any officer, person or board authorized to take the examination of witnesses, \$20 for each day.
- 2) For travel in going to and returning from the place of attendance, to be estimated from the witness's residence, if within the state, or from the boundary line of the state where the witness crossed the same, if from out of state, 28 cents per mile. (Additional fees may be available for out of state witnesses.)

Travel and attendance fees do not need to be tendered in advance. A witness attending on behalf of the state or a public defender may obtain payment of fees by filing a certificate (set forth below) with the court administrator. Other witnesses must obtain payment of fees from the party requesting their attendance, unless payment is approved by the court.

S	IF YOU WERE SUBPOENAED BY THE STATE, COMPLETE THIS SECTION:		
T	To receive payment as a witness for the state, you must complete the following certificate, have the prosecutor sign it, and then take the subpoena to the court administrator's office, after you testify. Payment will be mailed as soon as possible.		
A	I certify that I attended as a witness for the state on the following date(s) _____		
T	_____, and that I traveled _____ miles round trip.		
E			
W	Date _____	Address _____	
I		City, State, Zip _____	
T	Signature _____	Social Security Number _____	
N	I certify that the attendance of this witness was necessary. _____		
E	Prosecuting Attorney		
S	IF YOU WERE SUBPOENAED BY THE DEFENDANT, COMPLETE THIS SECTION:		
S	To receive payment as a witness for the Defendant, you must complete the following certificate and give this subpoena to the defendant's attorney.		
D	I certify that I attended as a witness for the defense on the following date(s) _____		
E	_____, and that I traveled _____ miles round trip for attendance on the above date(s).		
F	Date _____	Address _____	
E		City, State, Zip _____	
N	Signature _____	Social Security Number _____	
S	I certify that the attendance of this witness was necessary. _____		
E	Public Defender		
S	Court approval for defense witness: _____		
S	Court approval for defense witness: _____		
S	Court approval for parent/guardian accompanying juvenile: _____		
(See NOTES below)			
<p>PLEASE NOTE: A witness authorized to receive payment of attendance and travel fees through the court administrator may also obtain payment of reasonable expenses actually incurred for meals, loss of wages, and child care not to exceed \$60 per day, by filing a separate application with the court administrator. If approved, expenses will be included with the attendance and travel fees. (M.S. 357.241)</p>			
<p>PLEASE NOTE: In any proceeding where a parent or guardian attends the proceeding with a minor witness and the parent or guardian is not a witness, one parent or guardian shall be compensated in those cases where witness compensation is mandatory under sections M.S. 357.22 or M.S. 357.241, and may be compensated when compensation is discretionary under those sections. No more than a combined total of \$60 may be awarded to the parent or guardian and the minor witness. (M.S. 357.242)</p>			
Office Use Only	Certified for payment _____	Fees _____	
	Date _____	Mileage _____	
		Expense _____	
		Total _____	
Court Administrator/Deputy			